

# TOWN OF SALISBURY

## Budget Committee Business Meeting Summary

September 12, 2016

Marcia Murphy, Chair	Present	Sandy Miller	Present
Ralph Downes, Vice Chair	Present	Salvatore Morgani	Present
Dave Merwin	Absent	Vacancy	n/a
Ed Sawyer	Present	Ken Ross-Raymond, Selectman Ex-Officio	Present
Sara (Sally) Jones	Absent	Margaret Warren, Town Administrator	Present
Bill MacDuffie, Sr.	Present	April Rollins, Municipal Secretary	Present

*Other Selectmen Present:* None.

*General Public Present:* Gayle Landry.

### Handouts for Meeting:

- 2015/2016 Budget & Revenue figures through 8/31/16

Chair Murphy opened the meeting at 7:01 p.m.

**Letter of Resignation - Karen Sheldon** – Karen Sheldon’s resignation is effective 9/1/16. Chair Murphy suggested the vacancy be advertised. Vice Chair Downes offered to reach out to Mary Heath as well.

**Review & Approve Minutes of April 11, 2016** – Vice Chair Downes made a **motion** to approve the meeting minutes of April 11, 2016 without corrections. Sandy Miller **seconded** the motion. The **motion passed unanimously**.

**Discussion of the Budget Committee Member’s recommendations to Department Heads for the 2017/2018 budget year** – Chair Murphy asked for the committee’s thoughts about sending department heads some guidelines for the upcoming budget? Sandy Miller asked about salaries. TA Warren provided a spreadsheet of salaries from comparable towns and noted that the Selectman decide on salaries. Selectman Ross-Raymond stated the board holds meetings with each department head then decides after which is usually determined based on the Town’s needs and each line item is reviewed but some department heads do not ask for increases. Vice Chair Downes stated he feels we need to try and keep everyone on an even keel, so we are not dealing with what we were last year. Chair Murphy replied she doesn’t feel what we give the Library is any different then what is given to other departments, the Library lives within their budget but the extra funds can be used for anything else. Sandy Miller noted the Library is governed by statute (RSA). TA Warren explained that she feels everyone is close to the right salary but it is hard to determine the Town Clerk/Tax Collector because it is combined in some towns and not others. Vice Chair Downes stated if the two positions are added together, it is close to the other towns. TA Warren stated the Custodian is under paid and her position is \$6K under the median but our town has the most longevity. Bill MacDuffie stated he feels it is hard to make a recommendation without a total budget figure. Chair Murphy noted the current budget looks to be on track. Sandy Miller asked why the assessing line is over? TA Warren replied it is a new company and they are doing 2 years worth of work in 1 year, so the revaluation can be done next year. Selectman Ross-Raymond explained the proposed budgets could be more or

could be less, it is handled case by case. Chair Murphy asked if the proposed salaries should be flat or held to a 2% increase. The Budget Committee agreed to recommend no more than a 2% salary increase with no increases to the operating budget. A memorandum will be sent out to every department next week.

**Update of Selectmen's Issues** – Selectman Ross-Raymond informed the Budget Committee that the Transfer Station extra hours started in June and costs approximately \$960 dollars to operate, the Selectman have decided to keep the extra hours through the end of November. TA Warren noted they have been compacting more recyclables and are saving money. Selectman Ross-Raymond stated there have been less hauls and it is what the people wanted, the Transfer Station employees have been doing a great job!

**Budget Committee's next meeting** – Monday, November 14, 2016 at 7:00 p.m.

Ed Sawyer made a **motion** to adjourn at 7:41 p.m. Sal Morgani **seconded** the motion and the **motion passed unanimously**.

Respectfully submitted,  
April Rollins, Municipal Secretary